

Job Title: Agreements Manager

Successful candidate will work in close partnership with technical staff on all sponsored research, collaborations and technology transfer efforts, reviewing incoming inquiries, assessing applicability of program requirements to Laboratory policy, providing direction and guidance on the proposed projects, managing pre-award approvals and submissions, negotiating agreements, and managing post award portfolio. Requires an ability to develop solutions and craft unique business agreements to implement advanced technology research. Strong interpersonal skills, attention to detail, and understanding of business and legal ramifications of contractual agreements is required. Identifying funding sources and potential partners, and review their applicability to Laboratory efforts:

- Review of solicitations, program, and project guidelines
- Proposal preparation support, evaluation, and approvals
- Working closely with technical staff to ensure that the proposed efforts meet all of Laboratory and sponsor requirements
- Negotiation and award of agreements
- Post award administration duties, including but not limited to: funding actions; changes in scope to the research program; receipt of reports; and facilities use agreements
- As applicable, assure compliance with Uniform Guidance regulations for grants and agreements
- Accomplish tasks on a wide variety of business and contractual issues related to the Laboratory collaborative research agreements with non-Government organizations
- Conduct research on applicability of Government regulations and statutes governing grants and collaborative agreements
- Develop internal processes and procedures necessary to coordinate and obtain management approvals
- Interface with technical and program staff to develop solutions, resolve impediments, and address legal or contractual risk
- Interface with officials to resolve issues and accomplish proposal submissions

Qualifications:

- Bachelor's degree in Business Administration required
- 5-7 years experience in proposal and program submission
- Excellent verbal and written communication skills
- Experience negotiating contracts and agreements
- Experience in legal analysis and research is desirable
- The ability to obtain and maintain a Government security clearance required
- Master's degree or equivalent combination of education and experience desired
- Experience in a government contracting environment is desired

For Benefits Information, click <http://hrweb.mit.edu/benefits>

Selected candidate will be subject to a pre-employment background investigation and must be able to obtain and maintain a Secret level DoD security clearance.

MIT Lincoln Laboratory is an Equal Employment Opportunity (EEO) employer. All qualified applicants will receive consideration for employment and will not be discriminated against on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, veteran status, disability status, or genetic information; U.S. citizenship is required.

Requisition ID: 30549